

## **JANICE POUNCY SLAUGHTER**

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### **EDUCATION**

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**TEXAS SOUTHERN UNIVERSITY**, Houston, Texas

*Bachelor of Arts in General Studies*, May 2016

**Class Rank:** Top 5%; **Overall GPA:** 3.80

**Activities:** Pre-Law Society, *Member*

**HOUSTON COMMUNITY COLLEGE**, Houston, Texas

*Associate in Arts*, December 2014

**SOUTHWESTERN PARALEGAL INSTITUTE**, Houston, Texas

*Certificate*, July 1996

**DISPUTE RESOLUTION CENTER OF HARRIS COUNTY**

*Certificate*, 2002 - Completion for the basic 40-hour mediator training

### **EMPLOYMENT**

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#### *Legal Experience*

**W. B. SLAUGHTER & ASSOCIATES, PLLC**, Houston, Texas

*Paralegal*, 1995 - 2019

- Obtained, reviewed, organized, and analyzed preliminary documentation and information supporting client's claim.
- Drafted motions/pleadings, arranged service of process, responses to discovery requests, reviewed discovery material for relevance, and summarized witness testimony.
- Maintained litigation docket, calendar, noting deadline dates for responsive pleadings/motions, and court appearances. Communicate with court and opposing counsel regarding hearing dates, filings, etc., including arranging for extensions of time to respond.
- Managed accounts receivables and payables, and prepared settlement calculations.
- Supervised office support staff and summer interns.
- Attended trial, mediation, and settlement conferences with attorney and client.

#### *Oil and Gas Experience*

**MOSBACHER ENERGY COMPANY**, Houston, Texas

*Gas Marketing Analyst*, 1990 - 1995

- Performed Gas Purchase Contract administration.
- Monitored transportation imbalances and scheduling penalties on the Operational Balancing Agreements.